

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: EUHR10145275

Opening Date: May 17, 2010

Closing Date: May 28, 2010

Position: Secretary (OA), GS-0318-08
Salary: \$37,631 - \$48,917 Annual
Place of Work: HQ US European Command, J5-8/Plans & Policy Directorate, Location: London, United Kingdom
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 1

Duties: The primary purpose of this position is to facilitate Defense Cooperation in Armaments (DCA), which embodies armaments cooperation, defense industrial cooperation, and reciprocal procurement Memoranda of Understanding (MOU) implementation; and to manage U.S. Government Security Assistance (SA) programs, including Foreign Military Sales (FMS) of U.S. training and U.S. equipment to the Ministry of Defense (MOD), United Kingdom. Responsibilities include supporting the organization in all administrative matters, performing industrial visit request coordination with the MOD, assisting in the execution of the Security Assistance Training Program (SATP) and office budget, performing research, and administering protocol support requirements. Responsible for processing, routing, controlling, and expediting high-level important staff papers, and performing administrative and operational duties as required. Reviews outgoing correspondence prepared for signature of superiors or higher echelon.

About the Position: Special Note to NSPS Applicants: If you apply for and accept a GS position, your GS pay will be set differently than if you transition out of NSPS with your organization. If you apply for and accept a position and your pay cannot be set within the GS grade range, you may not be eligible for pay retention.

Who May Apply: (Click on Who May Apply)

- This opportunity is open to candidates in the LOCAL COMMUTING AREA, who are within the following employment categories:
- Current Army employees with competitive status (includes Army employees serving on a career or career-conditional appointment).
- Persons with Military Spouse Preference who are in the commuting area of the place of work.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.
- Applicants eligible under Veterans Employment Opportunities Act of 1998 (VEOA)
- Veterans eligible as 30% Disabled Veterans.
- Veterans' Recruitment Authority (VRA).
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Applicants who are eligible for Family Member appointments on Leave Without Pay (LWOP) in the commuting area of the vacancy.
- U. S. Citizens residing in the commuting area (except ordinary residents) who are eligible for a family member appointment.
- Military spouses eligible under EO 13473.

Qualifications: Click on link below to view qualification standard.

General Schedule

- To receive consideration for this position, applicants must possess 1 year of specialized experience at the next lower grade in the General Schedule (GS) or equivalent under other pay systems. Examples of specialized experience: Receiving telephone calls and visitors for the Director; determines which calls can be answered personally and which should be directed elsewhere. Obtaining needed background information before referring calls to the Director. Maintaining the appointment schedule for the Director, making final commitments, referring matters to staff members when appropriate, and advising the Director of appointments and other commitments which might have a bearing on future decisions. Arranging for travel by the Director and the staff, arranging schedule of visits, secures travel and hotel reservations, and preparing travel vouchers and reports from travel diaries. Serving as Office Security Advisor for the Division. Conducting quarterly security meetings and circulates security directives pertinent to the security procedures of

the Division.

- Typing - Any Grade: Qualified typist is required (40wpm).
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Other Information:(Click on Other Information)

- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <http://www.cpmc.osd.mil/ASSETS/E8AB932EA1E44617BAC7222922E42A62/DoDI140025-V300.pdf>
- Salary includes applicable locality pay or Local Market Supplement.
- In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives>.)
- U.S. citizens overseas under ordinarily resident status are not eligible for appointment under the Status of Forces Agreement.
- Candidates initially selected from the U.S. may be eligible for certain foreign area benefits.
- Locality pay does not apply in the overseas area.
- Europe VRA Policy.
- Applicants must comply with the Exceptional Family Member Program requirements as outlined in the DoD Instruction 1315.19 at <http://www.dtic.mil/whs/directives/corres/pdf/131519p.pdf>
- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.

Other Requirements:(Click on Other Requirements)

- Must be able to obtain and maintain a Secret security clearance.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.
- One year trial/probationary period may be required.

How to Apply: (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Central Resume Processing Center, 410-306-0137, applicationhelp@cpsrctp.belvoir.army.mil

THE DEPARTMENT OF DEFENSE IS AN EQUAL OPPORTUNITY EMPLOYER

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